



The University of Southern Queensland

## Course specification

This version produced 20 Dec 2007.

The current and official versions of the course specifications are available on the web at  
<<http://www.usq.edu.au/coursespecification/current>>.

Please consult the web for updates that may occur during the year.

### Description: Foundation Academic Communication

| Subject | Cat-nbr | Class | Term    | Mode | Units | Campus    |
|---------|---------|-------|---------|------|-------|-----------|
| FDN     | 7420    | 66025 | 2, 2007 | ONC  | 1.50  | Toowoomba |

|                                   |        |
|-----------------------------------|--------|
| <b>Academic group:</b>            | INTOF  |
| <b>Academic org:</b>              | INT002 |
| <b>Student contribution band:</b> | 1      |
| <b>ASCED code:</b>                | 100705 |

### STAFFING

Examiner: Carmel Barrett

Moderator: Lyndal Wood

### RATIONALE

As students move towards undergraduate studies there is a need to induct them into the university culture of learning. An understanding of the written and spoken conventions of academic communication is an important part of this preparation. Students can apply this understanding of academic communication to other discipline-based courses being studied concurrently in the program.

### SYNOPSIS

In this course, language concepts and skills are developed to establish the fundamentals of academic English and to support the courses being studied concurrently in the student's chosen stream. The course aims to improve the academic English skills of reading, writing, listening and speaking. As well, a range of study and organizational skills required for independent learning is an integrated feature of this course.

### OBJECTIVES

On successful completion of this course students should be able to perform the following tasks in English:

1. participate interactively with fellow students to complete group tasks; (Assignment 3)
2. identify the features and purpose of academic text types, and apply this knowledge to comprehension, note-making and presentation tasks; (Listening Test, Assignment 1 & 2, Final Test)
3. apply suitable language choices to develop accurate, clear and varied expression and style in academic communication; (Assignment 1, Current Affairs Reports, Final Test)
4. analyse the specific demands of tasks typical of courses being studied, and plan and undertake relevant resource selection to respond to these tasks; (Workbooks 1, 2 & 3)

5. demonstrate organizational and study skills including self- evaluation and goal setting.  
(Workbooks 1, 2 & 3)

## TOPICS

|    | Description  | Weighting (%) |
|----|--|---------------|
| 1. | Organising Learning: defining the task accessing resources new vocabularies                      | 15.00         |
| 2. | Understanding Academic Culture: formal communication inductive thinking selecting evidence       | 25.00         |
| 3. | Using Patterns: analytical skills information gathering, note-making presenting evidence         | 20.00         |
| 4. | Sharing Information: groups, roles and relationships deductive thinking formal oral presentation | 20.00         |
| 5. | Taking a Critical Approach: comprehension barriers to communication setting standards            | 20.00         |

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

FDN7420 Study package available from USQ Bookshop.

Barrett, C & Tibben, M 2005, *Foundation academic communication study book*, University of Southern Queensland, Toowoomba.

Barrett, C & Wood, L 2005, *Foundation academic communication introductory book*, University of Southern Queensland, Toowoomba.

Wood, L 2005, *Foundation study skills workbook*, University of Southern Queensland, Toowoomba.

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

## STUDENT WORKLOAD REQUIREMENTS

| ACTIVITY       | HOURS  |
|----------------|--------|
| Directed Study | 135.00 |
| Private Study  | 84.00  |
| Test           | 3.00   |

## ASSESSMENT DETAILS

| Description             | Marks out of | Wtg(%) | Due date                    |
|-------------------------|--------------|--------|-----------------------------|
| WORKBOOK SUBMISSION     | 10.00        | 5.00   | 10 Aug 2007                 |
| ASSIGNMENT 1            | 20.00        | 10.00  | 24 Aug 2007                 |
| WORKBOOK SUBMISSION     | 10.00        | 5.00   | 31 Aug 2007                 |
| LISTENING TEST          | 20.00        | 10.00  | 28 Sep 2007<br>(see note 1) |
| WORKBOOK SUBMISSION     | 10.00        | 5.00   | 28 Sep 2007                 |
| ASSIGNMENT 2            | 40.00        | 20.00  | 05 Oct 2007                 |
| CURRENT AFFAIRS REPORTS | 10.00        | 5.00   | 19 Oct 2007<br>(see note 2) |
| ASSIGNMENT 3            | 40.00        | 20.00  | 26 Oct 2007                 |
| FINAL TEST              | 40.00        | 20.00  | 29 Oct 2007<br>(see note 3) |

### NOTES

1. The Listening Test is conducted in class time in week 9 of the course.
2. The Current Affairs reports are delivered throughout the semester and an average of the total mark for each student is assigned at the end of semester.
3. The Final Test is conducted in the end-of-semester test period.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
Students are required to attend at least 80% of the scheduled class sessions and ensure their attendance is registered with the staff member in charge of the activity. An exception to this attendance level may be made by the university where the student can produce documentary evidence that clearly demonstrates compassionate and compelling circumstances. In this case attendance of at least 70% of the scheduled class sessions will be acceptable. It is the student's responsibility to access information regarding course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To satisfactorily complete an assessment item a student must achieve at least 50% of the marks. Students do not have to satisfactorily complete each assessment item to be awarded a passing grade in this course. Refer to Statement 4 below for the requirements to receive a passing grade in this course. All assignment items must be received prior to the start of the Final Test period for the semester in which the course is offered. Students may be required to resubmit an assignment that is unsatisfactory.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without an approved extension then a penalty of 5% of the total marks available for the assignments may apply for each day late.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade, a student must complete all of the summative assessment items, achieve at least 50% in the Final Test and at least 50% of the total weighted marks available for the course. Students who do not qualify for a Passing grade

- may, at the discretion of the Examiner, be awarded a Supplementary Test and/or assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students will have gained at least 40% of the total marks available for the course.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.
  - 6 Examination information:  
Final Test information: The final test in this course is a Closed Test. In a Closed Test, candidates are only allowed access to writing materials during the test.
  - 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary test for this course will be held within four weeks following the Final Test period by arrangement with the Examiner.
  - 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

## **ASSESSMENT NOTES**

- 1 Students must retain a copy of each item submitted for assessment during the course of study. This must be produced within 24 hours if requested by the Examiner. In accordance with the University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances.